

California High Cost Fund-B Administrative Committee (CHCF-B AC)
Meeting Minutes for *Thursday August 13, 2020 at 11 am*

Venues:

As authorized by Governor Newsom's Executive Order, N-29-20, dated March 17, 2020, the meeting will be held via teleconferencing with members of the CHCF-B AC attending from separate remote locations. This altered format observes recent recommendations by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

Important Notice to the Public Regarding COVID-19:

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, please note the following:

- There is no physical location of the meeting open to the public.
- The public is invited to call in and provide public comments during the meeting.

Telephone Conference Phone Bridge:

Access: 415-655-0002

Participant/Access Code: 146 064 0300

Attendees

Primary Members

Patrick Hoglund, CPUC – Public Advocates Office

Michael Foreman, AT&T

Charlie Born, Frontier Communications

Others

Felix Robles, CPUC – Communications Division

Hannah Steiner, CPUC – Communications Division

Danny Tse, CPUC – Communications Division

Nancy Lee, CPUC – Communications Division

Sindy Yun, CPUC – Legal Division

Lalaine Semana, CPUC – Fiscal Office

Ashnita Lal, CPUC – Fiscal Office

Bixia Ye, CPUC – Public Advocates Office

Amy Warshauer, Frontier Communications

Minutes:

- 1. Introductions** – Patrick Hoglund
Attendees introduced themselves.
- 2. Announcements** – No announcement.
- 3. Public Comments** – None.
- 4. Review and Approval of Meeting Minutes**

The May 20th, 2020 meeting minutes remained unchanged. Michael Foreman made a motion to approve and adopt the meeting minutes. Charlie Born seconded the motion to approve and adopt the May 20th, 2020 meeting minutes.

5. Liaison Staff Reports

a. Fiscal Report

Lalaine Semana presented the following provisional quarterly financial information as of June 30, 2020 – we have a total budget of \$41M, total revenue of \$1.5M, program expenditures of \$10.8M, and the appropriation balance is \$30.4M. As of today, August 13, 2020, SCO cash balance is \$96,512,408.43. Lalaine stated there is no new update regarding CHCF-B Fund loaning \$60M to the General Fund in the next fiscal year.

b. Legal Division Report

Sindy Yun went over the Telecommunications Public Purpose Program Administrative Committee vacancy nomination and confirmation guidelines and processes. The CHCFA-AC, CHCFB-AC, CTF-AC, and ULTSAC charters all have the same following provision regarding member vacancies:

3.6 Vacancies. The organizations or constituencies whose seat is vacated shall nominate individuals to fill that vacancy, and the selection and approval of the individual to fill that vacancy shall be made by the Commission's Executive Director. If the Committee is unable to identify a suitable candidate to fill the vacancy for any reason, the Commission or Executive Director may appoint a member of the class from which the vacancy occurs.

Based on Section 3.6 Vacancies provision, process for filling the CHCF-A, CHCF-B, CTF and LifeLine administrative committee member vacancies is as follows:

1. The Administrative Committee (AC) shall request the organization or the constituency whose seat is vacant to nominate an individual by submitting a letter of interest and resume to CD to present to the AC to fill the vacancy.
2. At the AC meeting, the AC shall discuss and vote on the nomination.
3. If the nomination is approved by a majority of the AC members, the AC Chairperson will prepare and submit a letter of nomination to the Executive Director (ED) for approval and appointment.
4. Once the letter has been reviewed and approved by the ED, the ED will provide a letter of approval to the AC Chairperson.

Patrick Hoglund asked if the revised process may be inconsistent with the Charter? In response Sindy Yun stated that Legal Division's opinion was that the revised process was compatible with the Charter.

c. Communications Division

Felix Robles had no update to present at his time. Patrick Hoglund requested CD to update the web page for the Committee with last year's annual reports, adopted meeting minutes, and fact page. Felix will have CD staff update it.

6. COVID-19 Issues

a. Frontier Communications

Charlie Born stated Frontier Communications continues to practice social distancing for employees that work in the field while the rest of their employees continue to telework. They provided 5,000 free Chrome Books to students of need identified by the school district due to distance learning.

b. AT&T

Michael Foreman stated AT&T is in similar position to Frontier with regards to maintaining the health and safety of the public and their employee due to COVID-19. They are also involved very heavily in providing support to the schools, students, and low-income individuals for broadband services, WiFi Hotspots to keep everyone connected. They have a plan that provides qualifying households with broadband for \$10 per month and have expanded eligibility it to include households with students who qualify for the National School Lunch Program.

7. Other Administrative Matters

a. Alternate member nominations

- i. Amy Warshauer (Frontier)
- ii. Brenda Clark (AT&T)
- iii. Bixia Ye (Public Advocates Office)

All three alternate member nominations were voted on and approved by all three AC members (Patrick Hogle, Charlie Born, Michael Foreman). Charlie Born motioned to approve Amy Warshauer's nomination and Michael Foreman seconded. Michael Foreman motioned to approve Brenda Clark's nomination and Patrick Hogle seconded. Patrick Hogle motioned to approve Bixia Ye's nomination (pending formal nomination letter from Public Advocates Office) and Michael Foreman seconded. The committee voted unanimously to approve all three nominations. Patrick Hogle (the AC Chairperson) will prepare and submit the three letters of alternate member nomination to the Executive Director for approval and appointment.

b. Annual Report (due October 1)

Patrick sent a draft report which has been shared with the committee. Since Patrick is still waiting for some data and numbers to finalize the annual report and it is due on October 1 before our next AC meeting is in November, the committee agreed that Patrick Hogle will complete and submit the annual report before the next AC meeting. Michael Foreman made a motion to delegate Patrick Hogle to finalize the annual report for CD's review before he submits it to the Executive Director on behalf of the committee. Patrick Hogle seconded the motion. All committee members in favor and the motion carried unanimously.

8. New agenda items for next meeting

- Annual Report
- Add Update/status of \$60M loan as subtopic in Fiscal Report
- COVID updates, committee agreed to keep this on the agenda in case the companies have anything new to share

9. Date and time for next meeting:

The next meeting will be held on Thursday, November 5, 2020 at 11:00 am via WebEx if the Shelter-in-Place order has not been lifted.

10. Adjournment:

Patrick Hogle made a motion to adjourn the meeting and Michael Foreman seconded. All Committee members voted in favor and the motion carried unanimously. The meeting was adjourned at 12:17pm.